

UNFAIR LABOR PRACTICE - CHECKLIST

- A. The staff person who initially accepts a filing, complaint or petition, shall review it for conformity with the requirements of the Administrative Rules and assure that:

- ☐ The filing party must have a certification on file with the PELRB.
- ☐ There is a copy with an original signature of the filing party [Pub 201.01 (c)] and identity of the affiliated employee organization, if any. [Pub 201.01 (d)]
- ☐ Any hard copy filing must be clearly written on 8 ½" x 11" paper. [Pub 201.01 (d)] Any electronic filing is contained in an attachment in PDF Format or (word).
- ☐ The filing submitted consists of an original and five (5) copies. [Pub 201.01 (d)] (Except if filed electronically) [Pub 201.01 (e)] in which case a single electronic filing needs to be filed with a single hard copy also mailed.
- ☐ The filing contains a statement evidencing that a copy has been delivered to appropriate parties on a date certain. [Pub 201.01 (f)]

If the filing is a complaint alleging an unfair labor practice, that it contains:

- ☐ The statutory filing fee [RSA 273-A:6 II]
- ☐ The filing party's notarized signature. [Pub 201.02 (a)]
- ☐ The filing party's name, address, telephone number, e-mail address, title and affiliation. [Pub 201.02 (b) (1)]
- ☐ The name, address, telephone number, e-mail address, title and affiliation of the party complained against. [Pub 201.02 (b) (2)]
- ☐ The name, address, telephone number and e-mail address of the affected employer, if not otherwise named. [Pub 201.02 (b) (3)]
- ☐ A copy of the applicable collective bargaining agreement(s) [201.02 (d) (1)] or letter indicating that the agreement(s) are on file with the board [201.02 (d) (2)]

- B. If the complaint meets these requirements, upon completion of this review, the filing shall then be given to a Hearing Officer/Staff Counsel who shall review the complaint to determine if the complaint contains:

- ☐ A clear and concise statement of facts giving rise to the complaint and characterizing each particular act in terms of the relevant specific subsection of RSA 273-A:5 or RSA 273-A:6 alleged to have been violated [201.02 (b) (4)]
- ☐ The date, time and place of the relevant occurrence(s). [201.02 (b) (4)]
- ☐ The names of all persons material to the alleged occurrence. [Pub 201.02 (b) (4)]

-
- ☐ A statement of agreed facts accompanying the complaint signed by the complainant and the respondent. [Pub 201.02 (b) (5)]
 - ☐ A statement expressing remedies available beyond those included under RSA 273-A or RSA 273-C and indicating whether those other avenues for relief have been exhausted, and if not, why not. [Pub 201.01 (b) (6)]